

REGULATIONS OF THE LANE KIRKLAND SCHOLARSHIPS PROGRAM

Of the Leaders of Change Foundation financed by the Polish-American Freedom Foundation

The Lane Kirkland Scholarships Program (hereinafter referred to as the "Kirkland Program") is a long-term educational undertaking of the Polish-American Freedom Foundation set up in 2000. The main objective of the Program is to share Polish experiences in the system transformation with the citizens of Eastern European countries, South Caucasus and Central Asia during two semesters of study at Polish universities and at least 2 weeks of internships in public and private institutions in Poland.

Since 1st August 2016, the Education for Democracy Foundation (hereinafter referred to as the "Program Administrator") has been the Program Administrator on behalf of the Polish-American Freedom Foundation (hereinafter referred to as the "PAFF").

CHAPTER 1

GENERAL PROVISIONS

§ 1

Participation in the Kirkland Program means an educational internship.

§ 2

The Grantee is a participant in the Kirkland Program that fulfills the requirements set forth in § 3 and 4 of these Regulations. During the course of the Program, the Grantee may not participate in scholarship programs offered by other parties, may not conduct business activity in Poland (an individual business activity, a commercial company, foundation, association, etc.) or provide services under an employment contract. Concluding any civil-law contracts in Poland shall require prior consent of the Program Administrator.

CHAPTER 2

TERMS AND CONDITIONS OF PARTICIPATION IN THE KIRKLAND PROGRAM.

§ 3

1. A person applying for the participation in the Kirkland Program must meet the following eligibility criteria:
 - a) citizenship and permanent residence in one of the targeted countries covered by the Kirkland Program; Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Ukraine, Uzbekistan, Tajikistan;
 - b) up to 40 years of age;
 - c) higher education (Master's degree or equivalent);
 - d) professional experience - minimum 2 years;
 - e) minimum 2 year break (as at the date of submitting application documents to the Kirkland Program) following the completion of the last foreign scholarship;
 - f) command of the Polish language at the level that allows the applicant to participate in academic classes, including writing a final project (B2). For candidates outside of Ukraine and Belarus, it is possible to take courses in the English language, provided that the candidate indicates specific courses held in that language. In such a case, elementary level of the Polish language (A1) is acceptable;
 - g) health condition allowing full completion of the Kirkland Program; The program is open to people with disabilities. The administrator is ready, if possible, to provide the grantee with the conditions of stay resulting from special needs, provided that he is informed about the actual state of health and the resulting needs at the recruitment stage
2. Fields which you can study on the Kirkland Program:
 - a) Economics and management
 - b) Management in business, NGOs, culture, education, and healthcare
 - c) Public administration (government and local government)
 - d) Law
 - e) Social Sciences (Social Psychology, Sociology)
 - f) Political science and international relations
 - g) Environmental protection
 - h) Security issues
 - i) Crisis management
 - j) Development policy and humanitarian aid
3. The Kirkland Program is mainly addressed to individuals who are actively involved in their professional and social fields, with significant academic achievements, and to those who have not studied in Poland before.
4. The proposed project of stay must be consistent with the education or professional experience of the candidate and include the guidelines contained in the form.

5. The two required letters of recommendation may not be issued by the candidate's family members and their personal relationships
6. A holder of a temporary residence permit or a permit to settle in Poland, issued before submitting an application to participate in the Kirkland Program, may not apply for the Kirkland Program.

§ 4

The person who satisfies the criteria as mentioned in § 3 hereof and who qualifies for the participation in the Kirkland Program shall delivered to the office of the Leaders of Change Foundation (hereinafter referred to as the "Program Administrator") the tax residence certificate in the country of origin, health statement, and the Program Administrator's authorization to verify the date included in the application form, as well as sign an agreement with the Program Administrator, (hereinafter referred to as the "Scholarship Agreement").

§ 5

1. The person applying for participation in the Kirkland Program may be placed on the basic, provisory, standby list, or a list of persons who have not been qualified to the Kirkland Program.
2. The applicants from the basic list are qualified for participation in the Kirkland Program.
3. It is possible for the person applying for the Kirkland Program to be awarded the so-called provisional nomination. Such person is placed on the so-called provisory list. It means that the abovementioned applicant may be qualified for participation in the Kirkland Program provided that (s)he attains a level of proficiency in Polish sufficient to complete the Kirkland Program. The level in mastery of Polish is verified on the basis of an additional language test conducted by the institution as indicated by the Program Administrator.
4. The applicants on the so-called standby list have a chance to be placed on the basic list containing persons nominated for participation in the Kirkland Program in the event when another candidate from the basic list resigns from the participation in the Kirkland Program or other circumstances occur.

§ 6

The Program Administrator shall inform the candidate about being qualified for the Kirkland Program via e-mail sent to the e-mail address of the candidate specified in the application form. The Program Administrator shall not be obliged to inform about the reasons for failure to qualify for the Kirkland scholarship.

CHAPTER 3 OBLIGATIONS OF THE GRANTEE

§ 7

1. The Grantee, while participating in the Kirkland Program, shall receive grants pursuant to terms and conditions as stipulated in the Scholarship Agreement executed by and between the Grantee and the Program Administrator, as mentioned in § 4 hereof.
2. In order to receive the grant, the Grantee shall at all times comply with the terms and conditions of the Scholarship Agreement, in particular with respect to the following:
 - a) stay in Poland during the period as defined in the Scholarship Agreement;
 - b) participate in the preparation and orientation program;
 - c) actively pursue the agreed 2-semester educational program in the chosen university in Poland;
 - d) learn the Polish language and improve the knowledge thereof, in particular by attending Polish language courses organized by the Regional Coordinator;
 - e) actively participate in academic and integration meetings organized in the cities selected for the entire group of Grantees;
 - f) carry out a vocational internship of at least 2 weeks that is held in the dates that do not interfere with the educational program in the institution and have been agreed upon in writing with the academic advisor and the Regional Coordinator of the Kirkland Program in an institution agreed upon with the Regional Coordinator.

§ 8

The direct academic advisor of the Grantee shall be the Regional Coordinator, who is responsible for the group of Grantees staying at a given academic center in Poland, or Program Director in case of lack of the Regional Coordinator.

§ 9

The Grantee's individual academic advisor (tutor) shall be research fellow at a university assigned to the Grantee by the Regional Coordinator in consultation with the Program Administrator.

§ 10

The Grantee shall write and submit two term papers which form part of the diploma paper, according to the terms and conditions as stipulated in the Scholarship Agreement.

§ 11

1. The Grantee shall write and defend a final project (of both practical and academic nature) according to the terms and conditions as stipulated in the Scholarship Agreement.
2. Writing and defense of the final project shall be a prerequisite for obtaining a diploma by the Grantee and payment of the last installment of grant funds.

§ 12

The Grantee shall fill out the evaluation surveys and other documents during the participation in the Kirkland Program and after its ending.

§ 13

Misrepresentation or incomplete information in the application form for the participation in the Kirkland Program, medical form or statement may serve as the basis for termination of the scholarship agreement by the Program Administrator with immediate effect, which is equivalent to the termination of the Grantee's participation in the Kirkland Program, including all consequences as defined in the scholarship agreement, in particular the obligation to return by the Grantee of computer equipment (the notebook).

§ 14

1. The Grantees coming to Poland with children shall provide care and education for their children, at their own expense, if the children are subject to compulsory schooling or preschool obligation.
2. The Program Administrator shall not cover any costs related to arrival, maintenance and insurance of any member of the Grantee's family, and it shall not bear any responsibility for the stay of the Grantee's family members in Poland.

CHAPTER 4 OBLIGATIONS OF THE PROGRAM ADMINISTRATOR

§ 15

The Program Administrator shall:

- a) formally affiliate the Grantees to the academic centers for an individual educational internship (which is not equivalent to granting her/him a student status and rights resulting from such a status);
- b) support the Grantee during his/her stay in Poland during the Kirkland Program according to the terms and conditions as stipulated in the Scholarship Agreement (eg. accommodation);
- c) coordinate and supervise the activities of the universities with which the agreements for the Kirkland Program have been signed;
- d) coordinate and supervise the work of the Regional Coordinators;

- e) make final decision on the choice of academic advisors as mentioned in § 9 hereof, taking into consideration the Grantee's preference and capacity of the educational center in which the Grantee pursue his/her Scholarship;
- f) monitor the Grantees' progress and evaluate the completion of the educational and academic program by them;
- g) organize inauguration and closing celebrations of the Kirkland Program;
- h) organize orientation program and, in cooperation with the Regional Coordinators, academic and integration meetings;
- i) support the activation and social initiatives undertaken by the Grantees during the Kirkland Program;
- j) support the Grantees' initiatives after return to their countries of origin and perform other post-scholarship activities as provided for by the Program Administrator and the Program Founder.

§ 16

1. The commitments of the Program Administrator towards the Grantee include:
 - a) the grant payment in the amount set forth in the Scholarship Agreement;
 - b) coverage of the Grantee's accommodation costs in a single room in a dorm in one of the academic centers in Poland chosen by the Program Administrator or in an apartment rented by the Grantee, in the amount equivalent to the accommodation fee in the dorm, according to the terms and conditions as agreed with the Program Administrator;
 - c) reimbursement of roundtrip airline ticket to Poland and the Grantee's country of origin according to the limits established on annual basis;
 - d) reimbursement of costs included in the academic and didactic package according to the limits specified in the Agreement.
2. The Program Administrator shall cover the Grantee's insurance fees during his/her participation in the Kirkland Program according to the terms and conditions as stipulated in the scholarship agreement.
3. The insurance policy shall be valid only within the territory of Poland.

§ 17

The universities, based on the executed agreements, shall provide the group of Grantees affiliated in a given city with academic and educational support, perform administrative tasks, coordinate and supervise the activities related to the realization of the Kirkland Program during the term of the agreement. The Program Administrator shall provide the universities or academic units with the funds subject to separate agreements concluded by the Program Administrator and universities or academic units.

CHAPTER 5

OBLIGATIONS OF THE REGIONAL COORDINATOR TOWARDS THE GRANTEE

§ 18

1. The obligations of the Regional Coordinator are outlined in detail in the agreement concluded by and between the Program Administrator and a given university.
2. The Regional Coordinator shall in particular:
 - a. search for adequate educational and academic courses for particular Grantees in compliance with their individual scientific fields, education and type of professional/academic activities;
 - b. presentation of candidates for academic advisors to be responsible for the Grantees' educational program to the Program Administrator;
 - c. close cooperation with the appointed academic advisors;
 - d. organizing training sessions on using library full-text databases for the Grantees;
 - e. organizing all formal matters related to the Grantee's vocational intership (it is recommended that the Grantee undergoes at least one week internship during winter holidays);
 - f. performing monthly assessment of the Grantee as regards his/her academic progress, command of the Polish language and performance of duties as mentioned in the Scholarship Agreement (including frequency of meetings with the academic supervisor, participation in academic sessions and integration meetings), as well as performance of other duties mentioned in the Scholarship Agreement or the Regulations of the Kirkland Program;
 - h) supporting the Grantees in administration matters;
 - i) organization of a series of academic meetings for the entire group of Grantees affiliated in a given academic center managed one after the other by academic advisors;
 - j) organization of defense of the Grantees' final projects in cooperation with the academic advisors;
 - j) organization, in cooperation with the Program Administrator, of academic and integration meetings for the Grantees.

CHAPTER 6

OBLIGATIONS OF THE ACADEMIC ADVISOR TOWARDS THE GRANTEE

§ 19

1. The obligations of the academic advisor are outlined in detail in the agreement concluded by and between the Program Administrator and a given university.
2. The academic advisor shall in particular:
 - a) establish the academic program for the Grantee (lectures, conferences, seminars);

- b) regularly contact the Grantee in order to discuss his/her academic progress according to the terms and conditions as stipulated in the scholarship agreement and agreement concluded with a university;
- c) approve the location for the vocational intership to ensure it is compliant with the professional program;
- d) support the Grantee in finding the right vocational internship and participate in the closing of the Kirkland Program;
- e) set the deadlines for term papers and the final project and provide consultations with respect thereto;
- f) perform a monthly evaluation of the Grantee as regards his/her academic progress, command of the Polish language and discipline (including participation in academic sessions and integration meetings), as well as performance of other duties mentioned in the Scholarship Agreement or the Regulations of the Kirkland Program;
- g) make it possible for the Grantee to present two term papers to the members of the area specialization seminar and to have them evaluated;
- h) evaluate the Grantee's final project written in Polish or English if the program of study is pursued in the English language;
- i) review academic articles written on the basis of the Grantee's semester/final project;
- j) give at least one lecture in a semester to the entire group of Grantees affiliated in a given city;
- k) participate in the process related to review and defense of the Grantees' final projects.

CHAPTER 7

THE GRANTEE'S STAY PROGRAM

§ 20

Permanent components of the Grantee's stay program during the Kirkland Program:

1. Orientation and preparation program

- The location and institution organizing the orientation program is selected each year by the Program Administrator.
- The program starts at the second half of September and lasts 7-10 days (duration of the Program and its dates are specified in the Scholarship Agreement).
- The professional program includes, inter alia, the following: Polish language course, lectures on the 20th century history of Poland, Polish foreign policy, economic transformation, Polish culture, cultural and tourist program.
- Participation in classes is obligatory.

2. Program Inauguration

- The inauguration ceremony is organized by the institution organizing the orientation program in cooperation with the Program Administrator.
- A permanent element thereof is an opening lecture and presentation of the current group of Grantees.

3. Two-semester program of study in one of the academic centers

- The Grantee should suggest a place of study in Poland in his/her program proposal, however, the final decision shall be made by the Program Administrator.
- Participation in classes within the Grantee's field shall be in compliance with the terms and conditions as stipulated in the scholarship agreement.
- Writing papers as required under the agreement is a prerequisite for being awarded the grant.

- **Meeting for all Grantees**
- Minimum of three meetings shall be organized for the entire group of Grantees during the Kirkland Program in the Grantees' cities of affiliation. Their goal is to make the Grantees acquainted with other cities/regions of Poland and integrate the group.
- The Grantees' participation in the meetings is obligatory.

4. Internship

- The Grantee shall undergo at least a two-week long internship.
- It is recommended that the Grantee undergoes at least one week internship during winter holidays.
- The preferred periods of continuing the internship are when there are no classes at a university. Other dates are also acceptable providing that they do not collide with the Grantee's educational program.

5. Defense of the final project

- The defense of the final project takes place in the Grantee's place of affiliation and is organized by the Regional Coordinator.
- First, the examination board asks to present the final project (the presentation should include thesis, objectives and conclusions); other questions are at the board's discretion.
- The examination board may nominate the Grantees for honors diploma. The honors diploma shall be granted to the Grantee who has written and defended his/her thesis and received a "very good" grade, fulfilled all duties included in the Agreement and Regulations, and has been outstandingly active academically or socially. The final decision on granting an honors diploma shall be made by the Program Administrator.

6. Program closing ceremony

- The graduation ceremony usually takes place in Warsaw.

7. Other activities (voluntary):

- activation and social activities during the Kirkland Program,
- post-scholarship activities, such as: participation in Alumni Conferences, anniversary reunions, study tours and selected industry conferences where the participation fees can be financed from the post-scholarship program.

**CHAPTER 8
FINAL PROVISIONS**

§ 21

Amendments to the Regulations in the form of an appendix require written form under pain of nullity.

§ 22

1. The Regulations shall be binding as of December 17, 2018.
2. The Regulations supercede the previously binding Regulations.